

Artists In Schools & Communities

Artist Grant

Purpose

Artists In Schools & Communities (AISC) grants provide professional artists to schools and other South Dakota nonprofit community organizations to encourage and supplement the arts in educational settings and foster positive community development through life-long learning experiences in the arts.

Artists In Schools & Communities is designed to:

- Provide students and communities an opportunity to work with and learn from a professional artist.
- Assist in the development of a school/community commitment to the arts as basic to education and life-long learning.
- Serve teachers by providing a resource person in a specific arts discipline who can help develop methods of creative teaching and assist schools/teachers in meeting educational content standards.
- Serve communities by providing artists to assist with community betterment, i.e. artistic and environmental design projects, theater residencies, murals, classes and workshops, etc.
- Support individual artists by providing time during the residency to pursue their own artistic development.

Eligible

Professional artists in all arts disciplines are eligible to apply.

Artists must be willing to travel throughout South Dakota, to work in residencies year round, and to work with a variety of grade and age levels. Artists are also encouraged to develop plans for community-wide residencies in addition to standard school residencies. Artists are endorsed for three years. Second and third year participation is contingent upon successful evaluations. New artists may be added to the roster annually; however, at the conclusion of the three-year cycle, all artists on the roster must reapply. Priority is given to South Dakota artists.

Deadline

All materials must be postmarked by September 1. Late applications will not be accepted. Please keep in mind that many post offices will not postmark after 5 p.m. Contact your postmaster if you have any questions. Applications may be delivered in person to the South Dakota Arts Council office no later than 5 p.m. on September 1. Applications submitted by facsimile (FAX) machine will not be accepted. Endorsements will be announced in December for the fiscal year starting July 1. Artists are endorsed for a three year period.

Grant Amount

Matching grants, which include half the artist's fee plus mileage, will be made to the AISC local sponsor. At the completion of the residency, it is the sponsor's responsibility to pay **the total fee and mileage** to the artist.

Artist's Fee:

One Semester Residency		One Month Residency		One Week Residency	
Total Fee	\$16,000	Total Fee	\$4,000	Total Fee	\$1,000
School/Community Cost	8,000	School/Community Cost	2,000	School/Community Cost	500
SDAC Cost	8,000	SDAC Cost	2,000	SDAC Cost	500

For AISC residencies involving two or more artists, fees are higher. Contact the Arts Council for further details.

In-state artists will be paid for their mileage at state rates, (round-trip from their home address to the residency site). Out-of-state artists will be reimbursed for round-trip mileage or round-trip airfare, whichever amount is less, usually not to exceed \$400. AISC artists who live in South Dakota will receive additional mileage during residencies three weeks or longer.

Local sponsors are required to provide housing in a motel or similar facility unless such facilities are not available or unless the artist **requests** to stay in a private home. Private housing requests should be initiated by the artist, not by the sponsor.

Residency art supplies are the responsibility of the sponsor. Artists should contact the sponsor before the residency to determine supply need and costs.

Criteria for Awarding Grants

Applications are reviewed by arts discipline panels with consideration given to:

- Quality of the artist's work and indication of exceptional talent within the art form.
- Demonstration of a sustained high level of performance throughout career.

NOTE: Discipline panelists consider the quality of the applicant's work as demonstrated by the artistic documentation submitted. Because the quality of this documentation will play a critical role in panel ratings and funding recommendations, great care should be taken to ensure the submission of quality slides or digital images, audio tapes, video tapes, DVDs, and/or CDs.

Applications are also reviewed by the Council's Arts in Education Panel with consideration given to:

- Ability to encourage and supplement the arts in South Dakota schools/communities as a resource person.
- Proposed activity effectively serving students and teachers.
- Ability to assist in the development of making arts basic to education.
- Past evaluations from schools, if appropriate.
- Ability to contribute to a balance among arts disciplines.

Application Procedure

Applicant must submit:

1. **Application.** A signed copy of the application form on pages 73 and 75.
 - Before completing the application form, read the Glossary on pages 12-13, Grant Application Codes on pages 14-17, and guidelines on pages 71 and 72.
 - A statement of goals and objectives for bringing the arts into South Dakota school/community residencies must be provided on the application form. This information will be used in the AISC Roster. Use only the space provided.
2. **Resume.** A current resume or biography, no longer than five single-side pages. Add the page(s) to the application.
3. **References.** Three references with addresses and phone numbers. (Letters of support may be included.) Add the single-side page(s) to the application.
4. **Residency Outline(s).** Residency outline(s), no longer than five single-side pages, which includes objectives, sequential activities and a supply list with approximate costs. If applicable, include outlines demonstrating appropriate activities planned for different age levels, i.e. elementary, middle school and high school. Add the pages to the application.
5. **Artistic Documentation Form.** Page 2 of the application. This list must correspond with the actual documentation submitted.
6. **Photograph.** A current photograph (high quality digital image preferred) for publicity should a grant be awarded. Add to the application.
7. **Artistic Documentation.** Examples of the artist's work via manuscript, CD, VHS, DVD or audio cassette. See pages 8-11 for a list of documentation requirements for disciplines.
8. **Return Mailer.** Submit a self-addressed mailer with postage for return of artistic documentation. Applicants may also pick up documentation at the SDAC office within 30 days after the grant announcements.

Make a copy of the application packet for your files before submitting the application.

Evaluation

Artist's evaluation of residencies are due 30 days from the ending date of the activity. Information required on the Evaluation Form includes description and comments on the residency, rating of the residency, number of students and teachers benefitting, explanation of additional activities and plans for residency follow-through.

Artists In Schools & Communities residencies are also evaluated by local sponsors within 30 days after the completion of a residency.

Subsequent grants are dependent upon receipt of completed evaluation reports.

South Dakota Arts Council

711 E. Wells Ave., Pierre, SD 57501
(605) 773-3301 or 1-800-952-3625
Website: www.artsCouncil.sd.gov

Artists In Schools & Communities Artist Application

Read pages 71-72 for grant guidelines and follow the steps listed under Application Procedure.

Applicant Name (Please type or print)

TIN or Social Security Number

Address

City/State/Zip

Daytime Phone

Evening or Message Phone

E-mail Address

Website

Grant Application Codes (see Pages 14-17):

Applicant Status _____

Applicant Institution _____

Applicant Discipline _____

Project Discipline _____

Type of Activity _____

Arts Education _____

Project Descriptors _____

Project Race _____

Grantee Race _____

Time period available for residencies: _____

Check all that apply:

Preferred grade levels: ☐ Pre K-3 ☐ 4-6 ☐ 7-9 ☐ 10-12

Preferred length of residencies: ☐ Week ☐ Month ☐ Semester

Describe personal goals and objectives for bringing the arts into South Dakota schools/communities.

AGREEMENT: I certify that the application information is true and complete to the best of my knowledge. It is agreed that the undersigned is authorized to abide by the relevant Terms, Conditions and Guidelines as printed in the SDAC *Guide To Grants*. In addition, the undersigned gives SDAC permission to duplicate submitted documentation for use in the grant review process. Artist certifies that work samples (other than digital art or graphics) submitted as digital images have not been digitally or otherwise altered from the original work.

Applicant Signature

Date

ARTISTIC DOCUMENTATION FORM

Support Materials: Artistic documentation of the artist's work is necessary for the panel to evaluate the application. List below the materials you have included in support of your application. For slides or digital images, list the number, title, medium, date of completion, and actual size of the work. Send no more than 10 slides or digital images. Do NOT send original artwork. Identify audio tapes, video tapes, DVDs, and CDs as to type, discipline, title, and date of completion of recorded work. For literary manuscripts, list the title of the work, the genre, year the work was completed, and the publication date (if applicable). **See Artistic Documentation on pages 8-11 for a complete description of individual discipline requirements.**

Applicant Name: _____ **Discipline:** _____

SLIDES / DIGITAL IMAGES

Number	Title	Size*	Medium	Date of Completion
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____

* Height (top to bottom); Width (left to right); Depth (front to back) [HxWxD]

AUDIO TAPES, VIDEO TAPES, CDs, DVDs

Title of Recording	Type (audio, video, CD, DVD)	Discipline	Date Recorded
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Number and label each recording with the title you have listed on the application form.

MANUSCRIPTS

Title of Work	Genre	Date Completed	Date Published (if applicable)
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

A mailer with postage for the return of artistic documentation is enclosed.

☐ Yes

☐ No

ARTISTS IN SCHOOLS & COMMUNITIES GRANT CHECKLIST

HOW TO PACKAGE YOUR APPLICATION FOR SUBMISSION

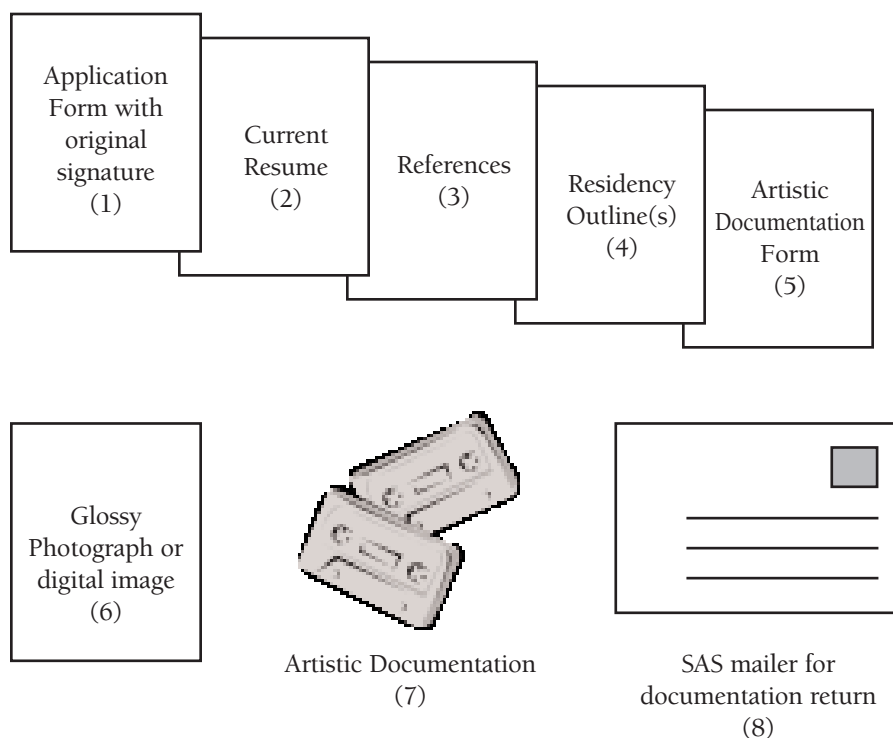
Send one copy of the application form and attachments. Pages must be single-sided, 8 1/2" x 11"; oversized materials and newspaper clippings must be photocopied or laid out to fit this format. Applications must be postmarked or hand-delivered by the deadline. Retain a copy for your records.

Illustrated below is the order in which application, attachments, and supplementary materials must be assembled. **To have documentation returned, you must enclose a self-addressed mailing package with adequate postage.**

Checklist of Materials

- ☐ 1. Application Form (page 73)
- ☐ 2. Current Resume
- ☐ 3. References and optional letters of support
- ☐ 4. Residency Outline(s)
- ☐ 5. Artistic Documentation Form (page 75)
- ☐ 6. Glossy Photograph (color or black and white) or digital image
- ☐ 7. Actual Artistic Documentation
- ☐ 8. Self-addressed mailer with adequate postage to have documentation returned

Order of Assembly for Mailing



Grant Application Codes

The codes listed are to be used when completing your grant application. They have been included to meet standards set by the National Information Systems Project (NISP), a program of the state and regional arts agencies across the country and the National Endowment for the Arts. The purpose of NISP is to improve management and guarantee national compatibility in the collection, organization, and exchange of arts information. Your response is voluntary and confidential.

When using these codes to complete the application form, enter only one number per category. Choose the number that BEST describes you (if applying as an individual) or the organization.

Applicant Status

Individual [01]	Government-Regional [06]
Organization-Nonprofit [02]	Government-County [07]
Organization-Profit [03]	Government-Municipal [08]
Government-Federal [04]	Government-Tribal [09]
Government-State [05]	None of the Above [99]

Applicant Institution

Performing Groups

Performing Group [03]
Performing Group –
College/University [04]
Performing Group – Community [05]
Performing Group – Youth [06]

Venues/Presenters

Cultural Series Organization [47]
Performance Facility [07]
Art Museum [08]
Other Museum [09]
Fair/Festival [14]
Gallery/Exhibit Space [10]
Arts Center [15]
Cinema [11]

Councils/Service Groups

Arts Council/Agency [16]
Historical Society [28]
Humanities Council [29]
Arts Service Organization [17]
Union/Professional Association [18]

Media

Independent Press [12]
Literary Magazine [13]
Media – Periodical [42]
Media – Daily Newspaper [43]
Media – Weekly Newspaper [44]
Media – Radio [45]
Media – TV [46]

Education Institutions

School of the Arts [48]
Arts Camp/Institute [49]
School District [19]
Parent-Teacher Organization [20]
Elementary School [21]
Middle School [22]
Secondary School [23]
Vocational/Technical School [24]
College/University [26]
Other School [25]

Community/State Organizations

Library [27]
Parks and Recreations [37]
Social Service Organization [50]
Community Service Organization [32]
Religious Organization [35]
Child Care Provider [51]
Seniors' Center [36]
Correctional Institution [33]
Health Care Facility [34]
Foundation [30]
Corporation [31]

Individuals

Individual Artist [01]
Individual Non-Artist [02]

Government

Government – Executive [38]
Government – Judicial [39]
Government – Legislative/House [40]
Government – Legislative/Senate [41]

Other

None of the above [99]

**Applicant Discipline
Project Discipline**

Crafts [07]

- A Clay
- B Fiber
- C Glass
- D Leather
- E Metal
- F Paper
- G Plastic
- H Wood
- I Mixed Media

Dance [01]

- A Ballet
- B Ethnic/Jazz
- C Modern

Design Arts [06]

- A Architecture
- B Fashion
- C Graphic
- D Industrial
- E Interior
- F Landscape Architecture
- G Urban/Metropolitan

Folklife/Traditional Arts [12]

- A Folk/Traditional Dance
- B Folk/Traditional Music
- C Folk/Traditional Crafts & Visual Arts
- D Oral Traditions (include folk/traditional storytelling)

Humanities [13]

Interdisciplinary [11]

Literature [10]

- A Fiction
- B Non-Fiction
- C Playwriting
- D Poetry

Media Arts [09]

- A Film
- B Audio
- C Video
- D Technology/Experimental

Multidisciplinary [14]

Music [02]

- A Band
- B Chamber
- C Choral
- D New
- E Ethnic
- F Jazz
- G Popular
- H Solo/Recital
- I Orchestral

Opera/Musical Theater [03]

- A Opera
- B Musical Theater

Photography [08]

Theater [04]

- A General
- B Mime
- C Puppet
- D Theater for Young Audiences

Visual Arts [05]

- A Experimental
- B Graphics
- C Painting
- D Sculpture

Non-Arts/Non-Humanities [15]

Type of Activity

Presentation

- Concert/Performance/Reading [05]
- Exhibition [06]
- Fair/Festival [08]

Production

- Award/Fellowship [03]
- Artwork Creation [04]

Organizational Support

- Operating Support [11]
- Organization Establishment [10]
- Professional Support –
 - Administrative [14]
- Professional Support – Artistic [15]
- Stabilization/Endowment/
 - Challenge [32]

Teaching/Learning

- Apprenticeship [25]
- School Residency [20]
- Other Residency [21]
- Arts Instruction [12]
- Curriculum Development/
 - Implementation [31]
- Student Assessment [30]
- Seminar/Conference [22]
- Technical Assistance [34]
- Professional Development/
 - Training [29]

Distribution

- Distribution of Art [24]
- Publication [17]
- Web Site/Internet Development [35]
- Broadcasting [36]

Other

- Regranting [26]
- Audience Services [02]
- Research/Planning [19]
- Marketing [13]
- Building Public Awareness [33]
- Identification/Documentation [09]
- Recording/Filming/Taping [16]
- Repair/Restoration/Conservation [18]
- Equipment Acquisition [23]
- Translation [27]
- Writing About Art [28]

None of the above [99]

Arts Education

99 None of this project involves arts education

01 50% or more of this project's activities are arts education directed to:

- A K-12 students
- B Higher education students
- C Pre-kindergarten children
- D Adult learners (including teachers and artists)

02 Less than 50% of this project's activities are arts education directed to:

- A K-12 students
- B Higher education students
- C Pre-kindergarten children
- D Adult learners (including teachers and artists)

Project Descriptors

Indicate, if any, the descriptors that comprise a significant portion (50 percent or more) of the grant's resources/activities. Indicate all that apply. If none apply, or if the descriptors apply to a small or indeterminate portion of your funding/activities, leave the field blank.

- Accessibility [A]
- International [I]
- Presenting/Touring [P]
- Technology [T]
- Youth at Risk [Y]

Grantee Race**For INDIVIDUALS only**
(Indicate all that apply)

Asian [A]
Black/African American [B]
Hispanic/Latino [H]
American Indian/Alaska Native [N]
Native Hawaiian/Pacific Islander [P]
White [W]

For ORGANIZATIONS only
(Select only one. **Choose 99 unless 50% or more of your group's board or membership can be described by one of the group designations below.**)

Asian [A]
Black/African American [B]
Hispanic/Latino [H]
American Indian/Alaska Native [N]
Native Hawaiian/Pacific Islander [P]
White [W]
No single group [99]

Project Race

Asian [A]
Black/African American [B]
Hispanic/Latino [H]
American Indian/Alaska Native [N]
Native Hawaiian/Pacific Islander [P]
White [W]
No single group [99]

Artist Documentation

Artist & Organization Guidelines

Artists and the organizations that involve artists in their applications must submit artistic documentation. Follow these guidelines and remember to include an appropriately sized, self-addressed mailer with correct postage for return of documentation.

General Information

Artistic documentation submitted for review is an important component of your application. Review panels are instructed to base their decisions only on the material included in the application packet. Be sure to select material which best portrays artistic strengths.

- Submit samples of your most recent work that are consistent with and useful in accomplishing your application proposal. Panelists will look for connections between your work samples and your artistic direction.
- A self-addressed, stamped mailer must be submitted if you would like your artistic documentation returned. If you wish to pick up these supporting materials at the State Arts Council office, you must do so within 30 days after the grant announcements.
- If you have any questions about the acceptability of support materials, call the Council office.

Dance

Dance includes choreography and performances in ballet, modern, jazz, tap and traditional dance.

Applicants must submit a VHS video cassette or DVD, 10-15 minutes in length, clearly labeled with the names of the performers, title and choreographer, duration of each work, date and location of taping. Review panels will view the submission from the beginning of the tape; therefore, submitting edited material will allow panelists to view your most representative work.

Up to five pages of supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Design Arts

Design Arts include architecture, landscape architecture, product design, graphic design, urban design, historic preservation and community planning.

Applicants may submit either slides or jpeg digital images on a CD. DO NOT submit a combination of slides and digital images. Follow the labeling procedures listed under the Visual Arts documentation section on page 10. Documentation may consist of drawings or proposals not yet realized as well as work that has been produced. Provide information describing the project(s) and the applicant's artistic role.

Up to five pages of supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Traditional Arts

Traditional arts are artistic practices which have emerged and are shared within various groups or communities: ethnic, occupational, religious, family and regional. Expressing aesthetics of a group or community, traditional arts include language, literature, visual art, crafts, architecture, music, pageantry, dance, drama and ritual. Traditional arts are mainly learned orally, by imitation, or in performance, and are generally maintained without formal instruction or outside institutional direction. Traditional arts are perpetuated informally within the community or group.

Applicants should refer to requirements in dance, music, visual arts, or other disciplines as appropriate for applicable documentation of a particular traditional art.

Up to five pages of supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Literature

Literature includes poetry, fiction and creative non-fiction, plays and screenplays.

Submit all material on 8 1/2" x 11" paper. Number the pages of your work samples in the upper right-hand corner and paper clip each copy. Use a readable, 10 point or larger font for all submissions. Prose selections must be double spaced.

Applicants must submit clearly reproduced and properly collated manuscript material. "Typescript" means material produced by a typewriter or a "letter quality" printer. Clear photocopies of this typescript material are acceptable.

A cover page should list the legal name and address of the applicant and the title(s) and date(s) of the work(s) submitted. Titles of poems, stories, or novels should appear at the top of every page.

Poetry

Submit one copy of representative poems, or one narrative poem (or section of narrative poem) not to exceed 15 pages.

Prose

Submit one copy of a minimum of 10 to a maximum of 30 pages (5,000 to 7,500 words) of short fiction, short stories, plays or screenplays, creative non-fiction or a novel excerpt in typescript, double-spaced. Applicants submitting novel excerpts may include one additional page at the beginning of their submissions in which they set the scene or offer a plot synopsis.

Up to five pages of additional supporting documentation including but not limited to CD, audio cassette, printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Media Arts

Media Arts include film, video and audio, but not photography, holography or digital art, which are referred to the Visual Arts Panel.

Applicants may submit no more than two works on videotape (VHS only), CD, DVD, or audio cassette. An outline and description of a longer work may be included. Sample materials should include title, length, date made, technique, original format, experimental or documentary, and specific role of applicant in creating submitted work. Please indicate if a video has sound.

Limit your submission to no more than 15 minutes. Review panels will view the submissions from the beginning of the recording; therefore, submitting edited material will allow panelists to view your most representative work.

Up to five pages of other supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Music

The music category includes performance and composition in classical, traditional, choral, jazz, contemporary, experimental, popular music, and opera.

Performance

Submit a 10-15 minute sample of your work or performance on a videotape (VHS only), CD, DVD or audio cassette. Clearly label the submission with the name of performers, instruments (voice or otherwise) name of works and composers,

duration of the piece and date of taping and/or composition. **If you submit a CD or DVD, be sure to indicate the track that is to be played. VHS and cassette tapes should include only the sample video or audio clip.** Call the SDAC office if you have questions about your performance sample.

Composition

In addition to an audio or video tape (described above), composers may submit up to 3 different scores, up to 20 pages each. Scores should be titled and orchestrated, and include date of composition. When possible, provide scores to accompany submitted audio or video samples. For electronic compositions for which there is no score, send a description of the equipment and techniques used.

Up to five pages of other supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Theater

Theater includes production and performances in classical and experimental theater, mime, puppetry, storytelling, musical theater and theater for young audiences.

Applicants must submit a VHS video tape or DVD, 10-15 minutes in length, clearly labeled with the name of the performers, title and creator of the work, duration of each work and date of taping, and the applicant's artistic role. Review panels will view the submission from the beginning of the recording; therefore, submitting edited material will allow panelists to view your most representative work.

Up to five pages of other supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Visual Arts

Visual Arts include drawing, painting, printmaking, sculpture, photography and holography, digital art, crafts, and mixed media. Applicants may submit 10 JPG digital images (preferred) or 10 slides in a 9"x12" plastic sheet with each slide in its own pocket.

Digital images must be:

1. a JPG file.
2. 150 ppi or 300 ppi, (5" X 7").
3. formatted to open in the correct orientation (vertical or horizontal and right side up).
4. saved at the highest quality available on your software on a PC formatted CD.
5. saved and numbered in the viewing order you intend. (If you have detail images, keep them in sequence with the image of the complete work.)
6. labeled with applicant's lastname, firstname, and the image number; e.g. DoeJane1.jpg, DoeJane2.jpg etc. (Numbers on the application's Artistic Documentation Form should coincide with the image numbers.)
7. If possible, preview your images on a different computer once they are saved to the CD to make sure the images open and appear as you intend. Images that do not open or are improperly formatted will not be viewed.

Slides should be:

1. numbered and labeled on the front of each slide in the order you intend them to be viewed. (If you have detail images, keep them in sequence with the image of the complete work.)
2. labeled with applicant's name, the title of the work, and the viewing order number and marked to indicate the top of the slide. (See diagram on next page.)
3. listed on the application's Artistic Documentation Form (grant page 3). (Numbers on the Documentation Form page should coincide with the slide numbers.)
4. Submit both the slides and the Artistic Documentation Form page with the application.

Identify the images or the slides on the application Artistic Documentation Form page with the number, title, medium, size or scale, and date of completion for each corresponding image or slide. Proper labeling ensures that your artistic documentation will be properly viewed.

NOTE: Your slides should be of the highest quality possible. Professional photographs of your work are highly recommended. Experience indicates that it may not be to your advantage to submit slides portraying a wide diversity of styles. Be sure your slides are properly labeled and legible.

Up to five pages of supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Follow the diagram below to label slides.

Name
Title

↑

MediumNo.